

DuPage County Fair
Merchant Space Rental Application
July 22 – 26, 2020

Instructions

Thank you for your interest in participating in the DuPage County Fair. Receipt of this application does not guarantee a space and is valid for the 2020 DuPage County Fair only. Please read thoroughly!

1. All questions must be answered completely.
2. The list of products and/or services you plan to sell must be specific. Words such as accessories and related products are not acceptable.
3. You must include a photo of your exhibit.

The Rental Rules and Regulations included are a substantive rider to the Rental Agreement so please review prior to applying to make sure you can abide by all Rental Agreement obligations prior to submission.

If you have any questions, contact the Office at 630-668-6636.

Business Information

Business name: _____ Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ FAX: _____

Contact name and phone number (if different from above): _____

Email: _____ Website: _____

List of Products and/or Services (NO EXCLUSIVITY WILL BE GRANTED)

You must list all products and/or services that you will be selling/displaying at the Fair. Words such as accessories and related products are not acceptable. Describe activities to be conducted within exhibit space. Your contract will be processed on the basis of this application. Once a contract is issued, you may not substitute or add items without approval. Violations may mean cancellation of contract and forfeiture of monies paid.

Space Request (All equipment and products, including hitches, must fit completely within Booth Space)

Hall of Commerce (Bldg. 4): \$500 10' x 10'
 Outside: \$500 10' x 10' (Per Booth)

Displays cannot protrude past designated areas.
Spaces may not exceed 4' side walls.

Hours of Operation and Set up Dates

Set up Time and Date: Monday (July 20): 8:00am – 7:00pm
 Tuesday (July 21): 8:00am – 7:00pm

Business Hours: Open: 12:00 Noon each day of Fair
 Close: 8:00pm

Insurance Requirements

A Certificate of General Liability insurance in the amount of \$2,000,000 listing the DuPage County Fair Association, its members and employees, and DuPage County as Certificate Holder and Additional Insured, and include setup and removal days of the annual DuPage County Fair.

Electrical Requirements

All Exhibit Space Contracts include 1 (one) 20AMP Outlet (If more are required please bring a strip). You must order electric for all exhibits that require 30amps or more – additional charges will be incurred if more amperage is needed. Ground Fault Circuit Interrupter are required for All Outdoor Exhibits.

Admission Tickets / Parking Permit

Admission Tickets are required to gain access to the grounds during the Fair. Each Contract includes TEN (10) Single-Day Admission Tickets and ONE (1) Vehicle Parking Permit. A parking permit allows exhibitors to park in a reserved lot for the duration of Fair. It also allows entrance to the grounds before 9 AM each morning to restock. Additional Admission tickets may be purchased during Fair.

Prize Giveaways

You may do FREE Prize giveaways during the Fair. Lottery and sale of chances Not Allowed.

Camping

Camping is available by Reservation ONLY. An application form must be turned in.

References

List two recent Fairs or Shows that you have participated in. Include contact person and phone number.

Event: _____ Contact: _____ Phone: _____

Event: _____ Contact: _____ Phone: _____

Signature

Applicant agrees that all information provided is true and consistent with the rules and regulations of the DuPage County Fair. By your signature on this application you hereby authorize the DuPage County Fair to obtain information pertaining to your company/organization from the listed references.

Applicant's Signature: _____ Date: _____

Print Applicant's Name: _____

Return form to: DuPage County Fair
2015 Manchester Road
Wheaton, IL 60187

Email: info@dupagecountyfair.org / Fax: 630-668-6681